

AMENDED SCHEDULES

This event is used for adding or correcting information contained in the petition or schedules, with the exception of Schedules D E and F and the List of Creditors (Matrix). However, if the amendment to Schedules D E F or the List of Creditors is to simply change the address of a listed creditor or add the name and address of an attorney for a listed creditor, this event may be used and no fee will be charged.

Although the court will not enter an Order respecting the above types of amendments, the debtor is still required to notify any affected parties of the amendment.

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Misc Events** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Amended Schedules** from the drop down list; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing; click [NEXT] to skip this screen.

STEP 6 Select a party or click [ADD/CREATE NEW PARTY]; click [NEXT]

☛ *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*

☛ *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*

STEP 7 Upload the .pdf file and any attachments; click [NEXT]

☛ *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List*

STEP 8 Enter the schedule(s) being amended or the information being corrected; click [NEXT]

STEP 9 Confirm case name and number; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Amended Schedule(s) : Debtor's social security number corrected, filed by John Smith on behalf of Julius Erving , Tasha Erving . (John Smith)

STEP 11 Notice of Electronic Filing displays